

**STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085**

**O&M AGREEMENT POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: 2005-08**

**OPENING DATE: 13 October 2005**

**CLOSING DATE: 14 November 2005**

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**LOCATION:** Base Civil Engineering, 167<sup>th</sup> Airlift Wing, West Virginia Air National Guard, Martinsburg, WV

**JOB TITLE:** Fire Fighter Trainee/Fire Fighter  
**(An AT WILL EMPLOYMENT POSITION)**

**SALARY:** Fire Fighter Trainee -\$20,800/annum  
Fire Fighter - \$38,532/annum

**MILITARY MEMBERSHIP:** Position will be filled by a member of the West Virginia Air National Guard, unless the Adjutant General grants a waiver for special qualifications or other reasons justified by the selecting supervisor.

**GENERAL DESCRIPTION OF WORK:** Individual performs fire fighting, rescue, salvage, fire prevention and other fire protection operations for the protection operations of base facilities, equipment and personnel.

**MAJOR DUTIES AND QUALIFICATION REQUIREMENTS:** A review of the major duties and necessary qualifications are attached for your information.

**HOW TO APPLY:** Anyone interested in applying for these positions must submit a State of West Virginia Application for Employment form to the 167 AW/HRO, 222 Sabre Jet Blvd, Room 107, Martinsburg, WV 25401-7704, on or before the closing date noted above. Applications can be obtained from the Human Resources Office, Room 203, Building 110, 167<sup>th</sup> Airlift Wing, Martinsburg, WV 25401-7704 or at the Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311-1085.

**EVALUATION SKILLS:** (1) Experience; (2) Training; (3) Education.

**CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**

**POSTING:** This announcement will be posted on all bulletin boards for the duration of the announcement period. Additional copies of this announcement and the position description may be obtained at Base Civil Engineering.

**\*\* AT WILL EMPLOYMENT-**State positions announced by the Adjutant General are **AT WILL EMPLOYMENT POSITIONS**. The term **AT WILL EMPLOYMENT** means that **you may be fired at any time, without cause**.

FOR THE ADJUTANT GENERAL

WILLIAM R. GAIN, COL, WVANG  
Air Commander

**TITLE: FIRE FIGHTER TRAINEE**

**PAY GRADE: TBD**

- I. OCCUPATIONAL REQUIREMENTS: Incumbent subject to uncommon tours of duty, rotational shift assignments. May be required to fly in military or civilian aircraft for TDY purposes. May be required to respond to requests for support from civilian fire departments.
- II. INTRODUCTION: This position exists to provide fire protection and related services to personnel and resources of the West Virginia Air National Guard, Eastern West Virginia Regional Airport, Martinsburg, WV. Position is 100% federally funded and is considered mission essential. Due to the repetitive nature of normal duties, not knowing when emergency situations will arise, normal duties may not be completed at normally scheduled times. They are to be completed by 1600 hours of that duty day unless otherwise approved by the Assistant Fire Chief. Fire Fighters receive recurring proficiency training as directed by AFMAN 32-2003 and AFI 32-2001/ANG Supp.1. Various training aids and manuals give fire fighters adequate training. Work assignments are made on crew basis in rotation. Normal assignments are completed by the day of week, i.e., Monday-clean vehicles, Tuesday-bunkroom, etc.
- III. The following duties, responsibilities and requirements constitute minimum requirements for this position.
- IV. DUTIES AND RESPONSIBILITIES:

Works scheduled rotating shifts in a variety of duties at the fire station and at the scene of an aircraft crash, fire or other emergency.

- a. Reports directly to the Crew Chief, Assistant Chief and/or Fire Chief.
- b. Performs inspection and operator maintenance of fire fighting vehicles, tools, equipment, protective clothing, and maintains station facilities in a safe, efficient and timely manner following prescribed procedures. Missed scheduled maintenance and inspection procedures could affect performance rating negatively.
- c. Drives and operates crash/fire rescue vehicles. Operates tools and equipment, controls and extinguishes aerospace vehicle fires. Performs overhaul and salvage operations, airfield patrol surveillance, standbys and fuel spill cleanup. Assists in evacuation of personnel from buildings, protects exposures and positions and operates tools and equipment. Controls and extinguishes structural fires, loads hose and hose load finishes.
- d. Perform maintenance and testing of all building alarm systems and wet and dry pipe sprinkler systems. These duties will be performed IAW prescribed regulations and procedures. Failure to perform the above will reflect negatively on performance evaluation.

- e. Effects entry by normal and emergency means in aircraft and buildings, performs rescue and administers emergency first aid and CPR if necessary. These duties will be performed efficiently and safely as possible.
- f. Participates in all training, classroom and practical, IAW current regulations and directives, and assists in evaluating training done by other firefighters. More than six missed training classes and/or drills will be considered unsatisfactory and will affect performance rating negatively.
- g. Performs fire alarm and communications center duties. Alerts fire fighting personnel and support agencies, dispatches equipment, and inform personnel of location and nature of fires. Directs all incoming calls to appropriate personnel and takes messages. Will operate alarm room IAW AFI 32-2001/ANG Supp.1. Noncompliance with AFI 32-2001/ANG Supp.1 will affect performance rating negatively.
- h. Strictly adhere to policies and regulations IAW the operating instructions of this Fire Department, The State of West Virginia Regulations and AFI 32-2001/ANG Supp.1. Will conduct him or herself in a professional manner at all times and maintain the proper attitude toward the position at all times. Will be on time for all shifts unless leave has been approved or the Assistant Fire Chief has approved the individual being late. Being late for roll call more than twice without approval during the rating period will be considered unsatisfactory and will affect the performance rating negatively.
- i. Must acquire a working knowledge of regulations, directives, operating instructions and standards.
- j. Must acquire a working knowledge of all mission related hazardous materials.
- k. Other duties as assigned.

V. SUPERVISORY CONTROLS:

Reports to the Crew Chief or Assistant Chief for crew assignments.

VI. QUALIFICATIONS:

a. MANDATORY:

- 1. Must submit to and pass without exception, NFPA 1582 (Medical Requirements for Fire Fighters).
- 2. High school diploma or GED equivalent.
- 3. Personnel are hired in accordance with department needs, State and Federal policy, and Affirmative Action Plan.
- 4. Must be willing to be tested for communicable diseases and illegal substance consumption. Positive results will result in instant dismissal.

5. 6-month probation period.
6. Must possess and maintain, at all times, a state and government vehicle operators license. Failure to do so could result in dismissal.

b. MINIMUM PHYSICAL FITNESS REQUIREMENTS:

1. Run 1-½ miles within 13 minutes or walk 3 miles within 38 minutes.
2. Push ups (standard) minimum 25.
3. The candidate, given a weight of 125 pounds (57kg) shall lift the weight from the floor and carry the weight 100ft (30.5m) without stopping.
4. The candidate shall climb the full length of the longest ground ladder in the fire department.
5. Be a member or be eligible and willing to be a member of the WVANG assigned to Civil Engineer Squadron.

## **TITLE: FIRE FIGHTER**

### **PAY GRADE: TBD**

- I. OCCUPATIONAL REQUIREMENTS: Incumbent subject to uncommon tours of duty, rotational shift assignments. May be required to fly in military or civilian aircraft for TDY purposes. May be required to respond to requests for support from civilian fire departments.
- II. INTRODUCTION: This position exists to provide fire protection and related services to personnel and resources of the West Virginia Air National Guard, Eastern West Virginia Regional Airport, Martinsburg, WV. Position is 100% federally funded and is considered mission essential. Due to the repetitive nature of normal duties, not knowing when emergency situations will arise, normal duties may not be completed at normally scheduled times. They are to be completed by 1600 hours of that duty day unless otherwise approved by the Assistant Fire Chief. Fire Fighters receive recurring proficiency training as directed by AFMAN 32-2003 and AFI 32-2001/ANG Supp. 1. Various training aids and manuals give fire fighters adequate training. Work assignments are made on crew basis in rotation. Normal assignments are completed by the day of week, i.e., Monday-clean vehicles, Tuesday-bunkroom, etc.
- III. The following duties, responsibilities and requirements constitute minimum requirements for this position.
- IV. DUTIES AND RESPONSIBILITIES:

Works scheduled rotating shifts in a variety of duties at the fire station and at the scene of an aircraft crash, fire or other emergency.

- a. Reports directly to the Crew Chief, Assistant Chief and/or Fire Chief.
- b. Performs inspection and operator maintenance of fire fighting vehicles, tools, equipment, protective clothing, and maintains station facilities in a safe, efficient and timely manner following prescribed procedures. Missed scheduled maintenance and inspection procedures could affect performance rating negatively.
- c. Drives and operates crash/fire rescue vehicles. Operates tools and equipment, controls and extinguishes aerospace vehicle fires. Performs overhaul and salvage operations, airfield patrol surveillance, standbys and fuel spill cleanup. Assists in evacuation of personnel from buildings, protects exposures and positions and operates tools and equipment. Controls and extinguishes structural fires, loads hose and hose load finishes.
- d. Perform building inspections and pre-fire planning, perform maintenance and testing of all building Fire alarm systems, wet and dry pipe sprinkler systems, deluge systems and any other fire fighting systems. These duties will be performed IAW prescribed regulations and procedures. Failure to perform the above will reflect negatively on performance evaluation.

- e. Effects entry by normal and emergency means in aircraft and buildings, shuts down aircraft engines and systems, performs rescue and administers emergency first aid and CPR if necessary. These duties will be performed efficiently and safely as possible. Failure to perform the above duties is considered unsatisfactory and will affect the performance rating negatively.
- f. Participates in all training, classroom and practical, IAW current regulations and directives, and assists in evaluating training done by other firefighters. More than six missed training classes and/or drills will be considered unsatisfactory and will affect performance rating negatively.
- g. Performs fire alarm and communications center duties. Alerts fire fighting personnel and support agencies, dispatches equipment, and inform personnel of location and nature of fires. Directs all incoming calls to appropriate personnel and takes messages. Will operate alarm room IAW AFI 32-2001/ANG Supp.1. Noncompliance with AFI 32-2001/ANG Supp. 1 will affect performance rating negatively.
- h. Strictly adhere to policies and regulations IAW the operating instructions of this Fire Department, The State of West Virginia regulations and AFI 32-2001/ANG Supp. 1. Will conduct him or herself in a professional manner at all times and maintain the proper attitude toward the position at all times. Will be on time for all shifts unless leave has been approved or the Assistant Fire Chief has approved the individual being late. Being late for roll call more than twice without approval during the rating period will be considered unsatisfactory and will affect the performance rating negatively.
- i. Must acquire a working knowledge of regulations, directives, operating instructions and standards.
- j. Must acquire a working knowledge of all mission related hazardous materials.
- k. Must be able to make immediate decisions during emergency situations.
- l. Other duties as assigned.

#### V. SUPERVISORY CONTROLS:

Reports to the Crew Chief or Assistant Chief for crew assignments.

#### VI. QUALIFICATIONS:

##### a. MANDATORY:

- 1. Must have at least Two years experience with military or organized civilian fire department. ANG/CEXF recommends the following certifications be required: IFSAC or DoD certifications for Fire Fighter II, Airport Fire Fighter and Haz Mat Operations. With a knowledge of characteristics, range, and effectiveness of various extinguishing agents, combustible materials, fire alarm systems, first aid, fire fighting apparatus and allied equipment, fire fighting

and rescue techniques, and other operations peculiar to crash/fire rescue.

2. Must submit to and pass, without exception, NFPA 1582 (Medical Requirements for Fire Fighters).
3. High school diploma or GED equivalent.
4. Qualified personnel are hired in accordance with department needs, State and Federal policy and Affirmative Action Plan.
5. Objectives are met on schedule and special projects are completed as required.
6. Must possess and maintain, at all times, a state and government vehicle operators license. Failure to do so could result in dismissal.
7. Must have a working knowledge of all assigned fire fighting and rescue equipment.
8. Must be familiar with egress and safety procedures of all assigned military and civilian aircraft.
9. Must be knowledgeable in operation of vehicles and radios around aircraft movement areas.
10. Must be willing to be tested for communicable diseases and illegal substance consumption. Positive results will result in instant dismissal.
11. 6-month probationary period.
12. Be a member or eligible and willing to be a member of the WVANG assigned to Civil Engineer Squadron.

b. MINIMUM PHYSICAL FITNESS REQUIREMENTS

1. Run 1-½ miles within 13 minutes or walk 3 miles within 38 minutes.
2. Push ups (standard) minimum 25.
3. The candidate, given a weight of 125 pounds (57kg) shall lift the weight from the floor and carry the weight 100ft (30.5m) without stopping.
4. The candidate shall climb the full length of the longest ground ladder in this fire department.

c. DESIRABLE:

1. Completion of a U.S. Air Force Fire Protection Course and have attained the U.S. Air Force AFSC or equivalent.
2. Advanced training in the various facets of fire fighting from a qualified IFSAC accredited school.